

**Subject : Request for Quotation (RFQ) for Procurement of 06 (six) Types of Printing Stationery Items.**

Please refer to the captioned subject, we are pleased to invite sealed quotation from reputed supplier(s) which is to be forwarded to the undersigned in cover letter for Procurement of 06 (six) types of printing stationery items on the basis of the below mentioned details:

**Specification:**

SN	Items Name and Specifications	Quantity	Unit rate (Excluding VAT & Including AIT)	Total (Excluding VAT & Including AIT)
1	<b><u>Printed Envelope Non-Window Big</u></b> Size : 9.50" X 4.50" Paper : 100 gsm partex Premium offset Color : Four color printing Packing : 100pcs ban & 500pcs./Box Others : Silipon and side pesting as per sample	60,000 pcs		
2	<b><u>Deposit Slip Auto Carbon (PF -07a.)</u></b> <b>Inner:</b> Size : 8.25.50" X 4.50" Paper : Auto Carbon bashundhara (white+pink) Color : Single color with 1 <sup>st</sup> copy di- perforated Pages : 2 ply X 20 sets= 40 leaves/pads <b>Cover:</b> Paper (top) : 80 gsm offset paper paper Color : Single color both side printing with book number. Paper (back) : 200gsm. duplex bashundhar brand(16.00" X 4.50) .As per sample Color : Single color one side printing Binding : Pin binding Packing : 100 books in a packet	100,000 books		
3	<b><u>Simple Credit Voucher (PF-85)</u></b> Size: 7.50"X4.50" Paper: Color demay Bashu. green Print: single-color one side print Binding: 100 sheets/pad & 50 pads/packet	700 pads		
4	<b><u>Simple Debit Voucher (PF-84)</u></b> Size: 7.50"X4.50" Paper: Offset Bashu. green Print: single-color one side print Binding: 100 sheets/pad & 50 pads/packet	500 pads		





## Facility Management Division

5	<u>Party Debit Voucher (PF-76)</u>			500 pads		
	Size	: 7.50" X 4.50"				
	Paper	: Color demy pink bashu. & 55gsm. Bashu				
	Color	: Single color one side Printing				
	Packing	: 2ply X100 sets=200 sheets /pad & 50 pads per packet				
6	<u>Party Credit Voucher (PF-77)</u>			500 pads		
	Size	:4.50" X 7.50"				
	Paper	: Color demay blue & 55 gsm bashun.				
	Color	:Single color one side				
	Packing	:2ply X100 sets=200 sheets /pad & 50 pads per packet				
Grand Total						

**Note:** Machine Proof must be submitted to Administration Division.

- Sample of the item may be seen from Prime Bank PLC., Administration Division, Head Office, Prime Tower (10<sup>th</sup> Floor), Plot No. 35 & 08, Airport Road, Nikunja - 2, Khilkhet C/A, Dhaka-1229 on or before **May 18, 2025** by 11.00 a.m.
- Delivery place:** Delivery must be made of the said item to Bashabo Store, Hossain Tower (4th Floor), Plot No. 220, Holding No. 60 & 61, Ward No. 04, South Bashabo, Dhaka at your own cost and responsibility.
- Following papers/documents must be enclosed with the quotation:**
  - Valid Trade License
  - Must Have Updated/Valid TIN and BIN Certificate.
  - VAT Registration Certificate
  - Bank Solvency Certificate
  - Press Declaration Document
  - Experience Certificate of Similar Job (If Available).
- Sealed quotation along with paper sample** shall have to be submitted in the tender box kept at Facility Management Division, Head Office, Prime Bank, Prime Tower (Ground Floor, Central Dispatch) Plot No. 35 & 08, Airport Road, Nikunja-2, Khilkhet C/A, Dhaka-1229. **Any quotation sends vide mail will not be acceptable.**
- Tender drop: By 3:00 pm on 13 August 2025** at Prime Tower (Ground Floor), Plot 8 & 35 Airport Road, Nikunja-2.
- Contact Person: Mr. Md. Noman Sarker, Cell: +880 1313476850**
- Banks (PBPLC) Right:** Banks (PBPLC) reserves the right to accept/ cancel/ reject any or all offers without assigning any reason. Banks (PBPLC) is not obliged to purchase the lowest offer or any offer at all. Banks (PBPLC) reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Banks (PBPLC) reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

  
**Head of Procurement, FMD**  
 Tel: 09610990000-Ext. 11014